



**FEMA**

POSITION TASK BOOK FOR THE POSITION OF

**National Qualification System  
STATE COORDINATING OFFICER (TYPE 2)**

## STATE COORDINATING OFFICER (TYPE 2)

### 1. Competency: Assume position responsibilities

*Description:* Successfully assume the role of State Coordinating Officer (SCO) and initiate position activities at the appropriate time according to the following behaviors.

#### 1a. Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Identify kind, type, and quantity of resources necessary to achieve objectives: <ul style="list-style-type: none"> <li>Determine requirements for additional subject matter expertise, event-specific data, or other special advisory capabilities</li> </ul>	E, F, I		
2. Order necessary resources to achieve objectives: <ul style="list-style-type: none"> <li>Request additional personnel, supplies, services, and equipment within the established ordering processes</li> </ul>	E, F, I		

#### 1b. Behavior: Establish effective relationships with relevant personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Establish and maintain positive interpersonal and interagency working relationships: <ul style="list-style-type: none"> <li>Outgoing incident staff or teams</li> <li>Local agencies</li> <li>Hosting unit</li> <li>Policy group</li> <li>Appointed and elected officials</li> <li>Joint Field Office (JFO) staff</li> <li>Public</li> <li>Supporting agencies</li> <li>Liaisons and contacts</li> </ul>	E, F, I		
4. Establish and maintain supervision of state response and recovery personnel: <ul style="list-style-type: none"> <li>Deputy SCO</li> <li>Mitigation Officer</li> <li>State Public Information Officer (PIO)</li> </ul>	E, F, I		

#### 1c. Behavior: Gather, update, and apply situational information relevant to the assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
5. Collect information from outgoing SCO or other personnel responsible for the position activities: <ul style="list-style-type: none"> <li>Information on incident relevant to support activities</li> <li>Information on the organizational structure</li> </ul>	E, F, I		

<b>6.</b> Receive initial briefing from supervisor—one-on-one or in team meetings: <ul style="list-style-type: none"> <li>● Incident priorities, goals, and objectives</li> <li>● Initial instructions concerning position priorities</li> <li>● Expected time frames for briefings, planning meetings, and team meetings</li> <li>● Any limitations and constraints that affect operations and strategies</li> <li>● Review: <ul style="list-style-type: none"> <li>○ Incident plans</li> <li>○ Current national situation</li> <li>○ Assigned resources and their status</li> <li>○ Established and operating facilities</li> <li>○ Anticipated incident duration, size, and type</li> <li>○ Position responsibilities and expectations</li> <li>○ Subject matter expertise</li> </ul> </li> </ul>	E, F, I		
<b>7.</b> Review the Incident Action Plan (IAP), other relevant plans, and Resources Unit records to identify resources assigned: <ul style="list-style-type: none"> <li>● Location and status of assigned resources</li> <li>● Resource identifier, if assigned</li> <li>● Supervisor name and contact information</li> <li>● Location</li> <li>● Assignment</li> <li>● Resource kind, type, and quantity</li> </ul>	E, F, I		

**1d. Behavior: Ensure readiness for assignment**

<b>TASK</b>	<b>CODE</b>	<b>EVALUATION RECORD #</b>	<b>EVALUATOR INITIALS AND DATE</b>
<b>8.</b> Gather information necessary to assess position assignment and determine immediate needs and actions: <ul style="list-style-type: none"> <li>● Updated contact information and information links</li> <li>● Type of incident</li> <li>● Current resource commitments</li> <li>● Current situation</li> <li>● Expected duration of assignment</li> <li>● PPE requirements and recommended deployment equipment</li> <li>● Incident logistics</li> </ul>	E, F, I		
<b>9.</b> Obtain complete information upon activation: <ul style="list-style-type: none"> <li>● Incident name and number</li> <li>● Reporting time and location</li> <li>● Transportation arrangements and travel routes</li> <li>● Contact procedures during travel (telephone/radio)</li> <li>● Expected working conditions</li> <li>● PPE and security measures</li> </ul>	E, F, I		
<b>10.</b> Obtain governor or chief executive official's intent for incident response.	E, F, I		

<p><b>11. Obtain, assemble, and prepare information and materials for go-kit prior to receiving an assignment. The kit should contain critical items for the assignment and be easily transportable:</b></p> <ul style="list-style-type: none"> <li>● Reference materials: <ul style="list-style-type: none"> <li>○ In electronic, digital, or hard-copy format</li> <li>○ Functional guidelines relative to incident type (agency guidance or other functional guidelines)</li> <li>○ Authority Having Jurisdiction (AHJ) operations guides, Emergency Response Field Operations Guide (ER-FOG), or other operational guides</li> <li>○ Position manuals</li> <li>○ Subject matter expert contact information (such as agency, organization, university)</li> <li>○ Source location list of useful or critical data (such as websites)</li> <li>○ Technical handbooks or reference lists</li> <li>○ Hazard/emergency references, resource checklists, or guides</li> <li>○ Title 44 Code of Federal Regulations: Emergency Management and Assistance</li> </ul> </li> <li>● Additional plans: <ul style="list-style-type: none"> <li>○ Individual Assistance (IA) plan</li> <li>○ Public Assistance (PA) plan</li> <li>○ Mitigation plan</li> </ul> </li> <li>● Forms: <ul style="list-style-type: none"> <li>○ Agency-specific forms appropriate to the function</li> </ul> </li> <li>● Supplies: <ul style="list-style-type: none"> <li>○ Office supplies appropriate to the function</li> <li>○ AHJ identification badge and qualification card</li> </ul> </li> <li>● Personal Protective Equipment (PPE) and security measures</li> </ul>	C, E, F, I, J, T		
---	------------------	--	--

**1e. Behavior: Understand and comply with NIMS concepts and principles**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
12. Understand scope, roles, responsibilities, jurisdiction, and authority of responding agencies.	E, F, I		

**1f. Behavior: Successfully assume the role of SCO and initiate position activities**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>13. Initiate and maintain activity log:</p> <ul style="list-style-type: none"> <li>● Complete activity log and use to support a common operating picture</li> <li>● Transfer information to additional documents, positions, and displays</li> </ul>	E, F, I		
<p>14. Relay, support, and maintain operational rhythm:</p> <ul style="list-style-type: none"> <li>● Complete situation reports related to the current operational phase</li> </ul>	E, F, I		

## 2. Competency: Communicate effectively

*Description:* Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

### 2a. Behavior: Ensure the exchange of relevant information during briefings and debriefings

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>15.</b> Attend leading agency official meetings, Command and General Staff meetings, and other staff meetings and briefings as the supervisor outlines and share pertinent information that may affect the team's management of the incident: <ul style="list-style-type: none"> <li>• Governor or chief executive official's intent for incident response</li> <li>• Present recommendations</li> <li>• Receive priorities, goals, and objectives</li> </ul>	E, F, I		
<b>16.</b> Effectively communicate options, considerations, and recommendations during briefings.	E, F, I		
<b>17.</b> Prepare for and participate in briefings with other sections, branches, divisions/groups, units, and incident staff: <ul style="list-style-type: none"> <li>• Share and evaluate information</li> <li>• Identify safety hazards and mitigation strategies with the Safety Officer</li> <li>• Maintain quality updates for PIO</li> </ul>	E, F, I		

### 2b. Behavior: Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>18.</b> Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction: <ul style="list-style-type: none"> <li>• Submit incident narrative to supervisor</li> <li>• Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period</li> <li>• Ensure all personnel and equipment time records are complete and submitted at the end of each operational period</li> </ul>	E, F, I		

### 2c. Behavior: Communicate incident priorities and operations

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>19.</b> Report unexpected occurrences (such as injuries, illnesses, accidents, political contacts, and property loss or damage): <ul style="list-style-type: none"> <li>• Ensure standard information contains nature of event, location, magnitude, personnel involved, initial action taken, and appropriate subsequent action</li> <li>• Ensure the protection of Personally Identifiable Information (PII) while reporting</li> </ul>	E, F, I		
<b>20.</b> Update governor and GAR on current accomplishments or problems and complete incident forms as necessary.	E, F, I		

### 3. Competency: Ensure completion of assigned actions to meet identified objectives

*Description:* Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

#### 3a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
21. Ensure that the work completed is consistent with direction, policy, and incident objectives: <ul style="list-style-type: none"> <li>• Governor's direction</li> <li>• IAP goals and objectives</li> <li>• Other planning goals and objectives</li> </ul>	E, F, I		
22. Make appropriate decisions based on analyzed and validated information: <ul style="list-style-type: none"> <li>• Make adjustments in response to new information, changing conditions, or unexpected obstacles</li> </ul>	E, F, I		
23. Manage information postings and respond to requests for assistance.	E, F, I		

#### 3b. Behavior: Coordinate state and local disaster assistance efforts

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
24. Approve overarching strategy for disaster response operations.	E, F, I		
25. Approve state IA and PA plans in collaboration with Federal planning efforts.	E, F, I		
26. Assist in establishing the Unified Coordination Group (UCG) and provide leadership in determining joint incident objectives and priorities throughout the operation.	E, F, I		
27. Assist in overseeing budget and expenditures to ensure stewardship of the public trust and effectiveness of the disaster operations.	E, F, I		
28. Conduct an initial appraisal of the most urgently needed types of assistance.	E, F, I		
29. Direct the Command and General Staff to develop necessary plans.	E, F, I		
30. Ensure the management of media, community, and other external relationships to communicate the availability of assistance to applicants and the general public.	E, F, I		
31. Maintain fiduciary responsibility for the state incident response.	E, F, I		
32. Provide executive leadership for the JFO.	E, F, I		

#### 3c. Behavior: Transfer position duties while ensuring continuity of authority and knowledge and while taking into account the increasing or decreasing incident complexity

<b>TASK</b>	<b>CODE</b>	<b>EVALUATION RECORD #</b>	<b>EVALUATOR INITIALS AND DATE</b>
<b>33.</b> Coordinate an efficient transfer of position duties when mobilizing/demobilizing resources: <ul style="list-style-type: none"> <li>• Inform supervisor</li> <li>• Conduct transition effectively</li> <li>• Document follow-up action and submit to agency representative</li> </ul>	E, F, I		

**3d. Behavior: Follow demobilization procedures**

<b>TASK</b>	<b>CODE</b>	<b>EVALUATION RECORD #</b>	<b>EVALUATOR INITIALS AND DATE</b>
<b>34.</b> Complete process for demobilizing position responsibilities: <ul style="list-style-type: none"> <li>• Reinforce emphasis on safety and accountability during this phase of the operations</li> <li>• Brief replacement</li> </ul>	E, F, I		
<b>35.</b> Participate in organization closeout/After Action Review (AAR).	E, F, I		

#### 4. Competency: Lead assigned personnel

*Description:* Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

##### 4a. Behavior: Ensure the health, safety, welfare, and accountability of the team

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>36.</b> Comply with relevant health and safety requirements: <ul style="list-style-type: none"> <li>• Direct operations based on health and safety considerations and guidelines</li> <li>• Ensure that assigned personnel follow safety guidelines appropriately</li> <li>• Spot-check operations to ensure compliance with safety considerations</li> </ul>	E, F, I		
<b>37.</b> Evaluate mental and physical fatigue of assigned personnel and make resources available to support: <ul style="list-style-type: none"> <li>• Appropriate work/rest ratio</li> <li>• Crisis counseling</li> </ul>	E, F, I		

##### 4b. Behavior: Coordinate interdependent activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>38.</b> Coordinate with assigned personnel and give supervisor a list of excess resources: <ul style="list-style-type: none"> <li>• List may include:               <ul style="list-style-type: none"> <li>○ Kind and type</li> <li>○ Quantity</li> <li>○ Time/date of available release</li> </ul> </li> </ul>	E, F, I		
<b>39.</b> Coordinate with incoming position replacement: <ul style="list-style-type: none"> <li>• Brief and debrief between operational periods</li> </ul>	E, F, I		
<b>40.</b> Coordinate with other appropriate personnel: <ul style="list-style-type: none"> <li>• Receive and transmit current and accurate information</li> <li>• Communicate changes to the IAP or relevant plans</li> <li>• Inform appropriate team members of significant changes in operations</li> <li>• Ensure supervisor is aware of all changes in status of resources assigned to the operation and keep status current</li> <li>• Provide supervisor with operational status for incident status summary and situation reports</li> <li>• Proactively determine need for input and advice to enhance situational awareness of senior staff</li> </ul>	E, F, I		
<b>41.</b> Ensure effective use and coordination of all assigned resources: <ul style="list-style-type: none"> <li>• Conduct briefing and debriefing between operational periods</li> </ul>	E, F, I		